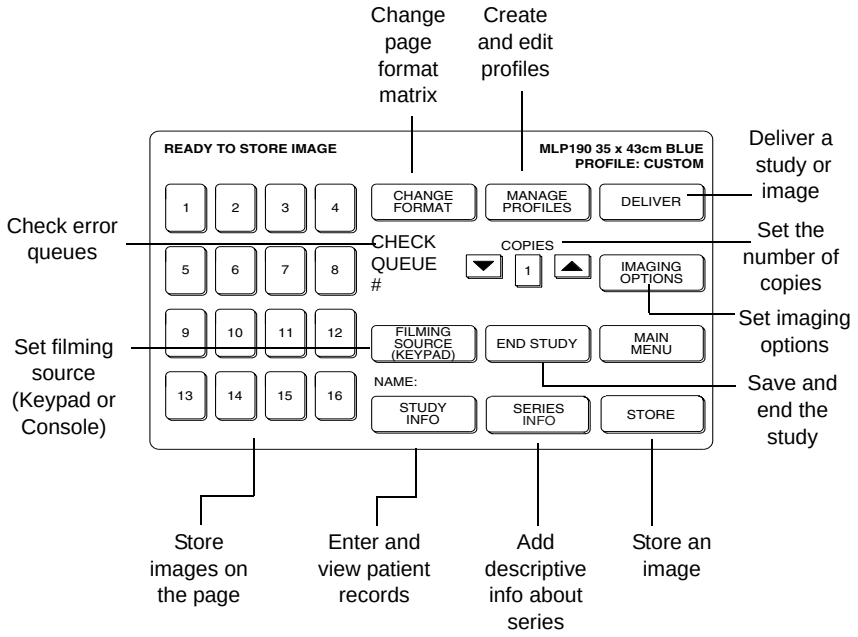
Acquisition Screen



Privacy and Security Features

Software Version 6.0 allows the system to be privacy-enabled. If this set of features is enabled at your site, patient records and images (also known as protected health information, or PHI) are protected from general access. A user account is set up for each authorized user. Screens with protected health information require users to log on with a user name and password.

If HIS/RIS or Store licenses are enabled, you must enter a user name and password to access the system. If neither license is enabled, you must enter a user name and password to access the Delivered Queue screen (to redeliver a study). For more information, see *Security and Privacy Features*, 8E9002.

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Quick Reference Guide

Touch Screen Keypad

KODAK PACS Link Medical Image Manager 200
KODAK PACS Link Medical Image Manager 100
Software Version 6.0

Use the Touch Screen Keypad to:

- Store images and studies
- Deliver images and studies to multiple destinations
- Enter or acquire patient demographic information

Delete an Image

1. On the Acquisition screen, touch the numbered key for each image you want to delete. To delete a page of images, touch any numbered key.
2. When the Delete Confirmation screen appears, touch **Delete Image** to confirm the deletion. To delete the page, touch **Delete Page**. When collation is on, **Delete Study** also appears, letting you delete the study.

Change Destinations

1. On the Acquisition screen, touch **Imaging Options**.
2. Touch **Change Destination** to see the list of available destinations.
3. Use the arrows to highlight the desired destination(s).
   - To add a destination, touch **Add Destination**. The new destination appears in the “Deliver To” list. Repeat to add another destination.
   - To remove a destination, touch **Remove Destination**.

Check Queues

The Check Queue field on the Acquisition screen lists the number of jobs in the queue. To check the queues:

1. On the Acquisition screen, touch **Main Menu**.
2. Touch the button for the queue you want to check (Active Queue, Undelivered Queue, or Delivered Queue).
3. To redeliver a study in the Delivered or Undelivered queues, touch **Deliver Study**, and confirm the delivery when prompted.

Enter and Acquire Patient Demographics

To enter patient records manually:

1. On the Acquisition screen, touch **Study Info**.
2. Touch each field or press the Tab key on the keyboard to enter information. Screens appear, prompting you for the information needed in each field. You can enter information from the Touch Screen Keypad or from the keyboard.
3. Touch **End Study** to save the patient record.

To acquire patient records automatically from HIS/RIS:

1. Touch **Clear All Fields**.
2. Touch **Patient List**. The Patient List displays the records from the HIS/RIS.

To use the bar code reader to retrieve a patient record from a bar code label:

1. Touch an unprotected field on the Study Info screen.
2. Scan the bar code label. The information that is retrieved populates the highlighted field.

To search for records using the bar code reader, scan the bar code label with the primary field information. The record is retrieved.

Deliver a Page or Study

1. Use the arrows on the Acquisition screen to select the number of copies. You can also set up a default quantity for each profile.
2. When you have added 1 or more images to the page, you can deliver it. The steps to deliver a page or study differ with Collation enabled or disabled:

IMPORTANT: *Enable Collation to keep together a group of pages in a study. With digital archives, workstations, or web servers, enable Collation so the pages in the study are delivered together. With laser imagers, enable Collation if you want the pages of the study to print together.*

- With Collation enabled, touch **End Page** each time you finish a page in the study. When you have finished the study, touch **End Study**.

IMPORTANT: *With Collation enabled, you must touch **End Study** to deliver the patient's study. You continue to add images to the study until you touch **End Study**.*

- With Collation disabled, touch **Deliver** each time you finish storing images on the page.

Screen Hierarchy